

## **DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT**

Offices of Culture & Tourism

## AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER Guide

SEASONAL JOB OPPORTUNITY (May 1, 2014 - Nov 3, 2014)

## PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

**Location:** Eric Sloane Museum

31 Kent-Cornwall Rd (Rte 7)

Cornwall, CT

OR

**Prudence Crandall Museum** 

1 S Canterbury Rd (junction rte 14 & 169)

Canterbury, CT

Job Posting No: 108297 (Kent)

108298 (Cornwall)

**Hours:** 37.5 hours per week

Wed through Sunday, 8:30-4pm or 9-4:30pm (1/2 hour for lunch)

Salary: entry level salary \$15.54/hour

Closing Date: April 30, 2014

**Preferred candidate will have:** Demonstrated interpersonal skills in dealing with the public in a customer service environment. Some proven historical background pertaining to assignment along with some college coursework which demonstrates understanding of and ability to speak knowledgeably about work assignment subject matter.

**DESCRIPTION OF DUTIES**: Conducts tours for visitors through museums or historical areas of interest; escorts visitors to points of interest and explains historical, scientific or cultural background; distributes guide books; collects cash; acts as information clerk to visitors; makes rounds of assigned area and reports any suspicious circumstances to supervisor or police; may demonstrate operation of simple devices; may sell tickets, informational literature and gift shop items; may keep records; may make bank deposits; may perform custodial duties; may operate audio/visual equipment; may make small purchases; performs related duties as required.

## **Knowledge, Skills and Abilities**

Proven knowledge of office procedures and front desk procedures including proper telephone usage and greeting members of the public; knowledge of spelling, punctuation and grammar; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Irena Baj Wright, Human Resources
Department of Administrative Services/SmART Unit
165 Capitol Ave, 5<sup>th</sup> fl northeast
Hartford, CT 06106

Fax: (860) 622-2843 or irena.baj-wright@ct.gov

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.